PAYROLL EXCEPTION SHEET - To correct previously reported payroll or to issue one-time amounts for a specific payroll.

To: Payroll Department

From: _____

Date: _____

Department #: _____

_____ The following adjustment(s) and/or correction(s) should be made to correct previously reported time for the individual(s) listed below:

_____The following is a one-time adjustment as explained below:

Employee (Dept # if different from above)	Date:	Hours or $ Reported:	Hours Type	Correct $ or Hours:	Hours Type	(Payroll Dept Use)	P/R Dept Use

Approved:

_____

Date:

_____